



Parking Implementation and Governance Committee

Meeting Date: November 17, 2015

Time: 8:00 - 9:00 am

Location: Town Manager's Conference Room, Town Hall Annex

Attendance: Steve Biagioni (Arlington Catholic), Adam Chapdelaine (Town Manager), Mike Gordon (resident), John Hurd (Chamber of Commerce), Mike Morse (Treasurer's Office), Howard Muise (TAC), Corey Rateau (Police), Leland Stein (Arl. Ctr. Merchants), Laura Wiener (Planning)

Non-members present: Richard Stavros (Regent Theater)

Not present: Steve Byrne (Selectmen), Steve Gilligan (Treasurer)

Minutes approved unanimously.

Multi space meters status report. Meters are installed and operating. Most of signs are installed. Lighting is needed around the meters. Corey noted that he does not have staff to enforce until 8:00. Howard thought the entry sign from Mystic Street is too high above a driver's sight line. So far there have been 3000 cash transactions (\$5700) and 2308 credit transactions (\$7000).

Single space meters. Procurement bids were received. IPS had the best price. The total price is about \$175,000, not including the Library lot. Estimated 45 days for installation. Adam noted that we need a funding strategy. Laura will ask IPS about a 5 year funding plan, and talk with Dominic about that strategy. Otherwise we may need to bond for it, and will need Town Meeting approval. Laura and Adam will discuss further before the next meeting. Library Trustees have said they want meters in their lot, but price, time limits and operations need further discussion. Adam will explore permit parking for Whittemore Robbins House employees and clients.

Motion to accept the low bid from IPS for single space meters, pending development of a funding strategy. **Voted unanimously.**

Parking Program Evaluation. Howard submitted a handout, attached. Look at changes in utilization of parking spaces and overall parking behavior, and changes to enforcement program, including costs of enforcement and income from enforcement. Ticket revenue should decrease as parking meter revenue increases. Howard will develop a scope of work associated with this program.

Parking Benefits District. Laura submitted a handout, attached. Committee added crosswalk across Medford Street at Dormer Way, lighting in parking lot, and improving access to transit.

Other Business.

Starbucks Loading Zone. Ted will explore further. Can deliveries happen in the morning? Make a sketch of where the loading area might be and hours needed.

Bus stop. Laura will look at previous discussion about moving the bus stop on Medford Street.

Adjourned at 9:30 am

Next meeting January 5, 2016, 7:45 am.

1. Utilization

- a. Collect data on one Thursday and one Saturday in spring or fall (8:00 am to 8:00 pm) at least 6 months after installation of meters.
 - i. Hourly accumulation counts¹ in Parking Lots
 - ii. Hourly turnover counts² for on-street metered spaces
 - iii. Hourly turnover counts for on-street non-metered spaces included in original parking study
- b. Peak hours of usage by facility and block
- c. Usage and percent utilization in peak hours and for whole day by facility and block
- d. Follow-up peak hour accumulation counts to verify original counts
- e. Average turnover by block for on-street spaces
- f. Average length of stay by block for on-street spaces
- g. Number of vehicles parked more than four hours by block for on-street spaces
- h. Compare current results with original parking study results

2. Enforcement

- a. Number of tickets in lots and on-street
- b. Total fines
- c. Comparison with pre-meter installation

3. Financial

- a. Monthly income from lots and on-street metered spaces
- b. Compare monthly income with pre-meter installation
- c. Monthly operating and maintenance costs
- d. Net income
- e. Installation cost

4. Evaluate Pay-by-Space for Russell Common and Railroad Parking Lots

- a. Survey users
- b. Identify advantages to users
- c. Identify disadvantages
 - i. Cost to install
 - ii. Cost to maintain

¹ Total number of parked vehicles

² Provides average number of parked vehicles per space over observation period as well as total vehicles parked each hour

Goals of a Parking Benefits District

1. Improve Access to Russell Common Parking Lot
 - a. Improve pedestrian access via Dormer Way, making it safer and more attractive
 - i. Improve sidewalk
 - ii. Add landscaping
 - iii. Improve lighting
 - iv. Add art or other attractive amenities
 - b. Improve directional signage for drivers and pedestrians
 - c. Improve signage within the lot
 - d. Improve lighting within lot
 - e. Add crosswalk across Medford Street at Dormer Way
2. Improve pedestrian access in and around Arlington Center
 - a. Repair/Replace sidewalks
 - b. Provide regular sidewalk cleaning
 - c. Remove snow from sidewalks and bus stops
 - d. Make Broadway Plaza more inviting for street life, entertainers, etc.
 - e. Add street landscaping
 - f. Add Crosswalk across Medford Street at Dormer Way
3. Improve Bike Access
 - a. Investigate adding Hubway station
 - b. Add bike racks
4. Increase foot traffic in Arlington Center
 - a. Holiday decorations
 - b. Street festivals
 - c. Directory signage
 - d. Public art or murals
5. Improve access to public transit
 - a. Explore moving bus stop from Medford Street to Broadway Plaza behind Fire Station